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ABSTRACT

Designed to assist librarians in developing software packages to teach elementary bibliographic instruction on an individual basis with a microcomputer, this document describes four steps necessary to produce such a product. These include: choosing a topic with a limited amount of available library information; surveying the library's resources on the topic; formulating questions and assignments which will lead the user to the sources; and determining the steps the user should take to successfully complete the project as well as anticipating wrong decisions. Using as an example the topic of Theodore Roethke, text from sample computer screens are given for information searches from 73 reference sources, including directions for loading, suggestions for use of the specific reference material, and guidance should errors occur. A concluding index provides an alphabetical list of all reference sources cited; corresponding identification numbers within the document are noted. (JB)

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# THEODORE ROETHKE

# MICROCOMPUTER BIBLIOGRAPHIC INSTRUCTION

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## INTRODUCTION

Elementary bibliographic instruction can be taught on an individual basis by librarians who have access to a microcomputer and a word processing software package. The steps involved can be easily handled by a librarian with time to explore the library's resources.

The steps involved in setting up this project are:

a. Choose a topic: the topic must be one with a limited amount of library information available so that the librarian can get a grasp on the possible paths to knowledge. The topic should not be a treasure hunt for a simple fact, nor should it be on an overly obscure point.

b. Survey the library's resources on the topic, noting the general types of resources which can be used as well as those which should not be used.

c. Formulate a question or assignment which will lead the user to the sources. Remember: the question should be open-ended enough for the user to utilize many sources in the library and learn how to use them on the way.

d. Determine the steps which the user should take as well as those which might be taken in error.

In this example, an Apple IIe microcomputer was used with the Applewriter II software for word processing. Textual information was entered in small segments, each with its own name. Segments were made

accessible directly as well as in sequence.

In this example, the first step was completed by choosing the topic of Theodore Roethke, an American poet. Though he is fairly famous, he is not the type of author whose works would be taught to lower division undergraduates in this college. It is also a topic for which the library does not have an abundance of information.

While surveying the library's resources, a list of all possible indexes and abstracts was made, including those which could be useful as well as those for which there was no logical reason to consult. In addition, other general reference tools were noted as well as the amount of information available in each.

Formulating the question was simplified by making the decision to tell the student as little as possible about the subject, thus causing the student to use some very general sources of information before consulting the more advanced ones. Thus the student was simply given a name with which to begin, and had to discover the profession, etc., before working with more complicated sources.

To logically determine the steps involved, the sources were grouped by type, including indexes and abstracts, biographical sources, and encyclopedias. Help screens were formulated for each type of resource, as well as throughout wherever trouble might arise. In addition to help screens, options were built into the text to allow the student to pursue other avenues to information as time went on rather than locking him/her into a section which had to be worked

through.

In working through this assignment, the student is shown screens of textual information and given instructions on which tools can be used as well as how to use each of them. These screens are reproduced on the following pages. The student follows the instructions given on the screen and gets up and uses each of the tools which he/she finds in the library. The one library resource which the student is not permitted to use is the librarian; if the student loads the segment 'librarian,' he/she is simply told that the librarian is not allowed to help with this particular assignment.

To aid the user of this information in a printed format, a table of contents and an index have been added. Naturally, the user of the disk will not have access or need for these.

The disk assumes little knowledge of libraries and their resources; it does, on the other hand, assume a reading knowledge of the English language. Without that, the student will be unable to learn from this disk.

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1. ASSIGNMENT:

Compile a bibliography for a research paper about Theodore Roethke. In your bibliography, be sure to include references to journal articles and books, including but not limited to those written by Theodore Roethke.

There are many places where you can begin your research. Choose one of the following:

a. a dictionary: if you would like to use the dictionary, load DICTIONARY

b. an encyclopedia: if you would like to use an encyclopedia, load ENCYCLOPEDIA

c. the card catalog: if you would like to use the card catalog, load CARD CATALOG

d. an index: if you would like to use an index, load INDEX

e. a biographical reference: if you would like to use a biographical reference, load BIOGRAPHY

f. the librarian: if you would like to ask the librarian, load LIBRARIAN

Before loading any segment, move the cursor to the bottom of the screen. Then, to load a segment, depress the control key and 1 at the same time. Then type the name of the segment you wish to load.

Finally, depress the return key.

2. DICTIONARY

If you do not know how to use a dictionary, load DICTIONARY HELP.
If you do know how to use a dictionary, use it and then load
DICTIONARY 2

Before loading any segment, move the cursor to the bottom of the screen. Then, to load a segment, depress the control key and 1 at the same time. Then type the name of the segment you wish to load. Finally, depress the return key.

3. DICTIONARY HELP

A dictionary lists words and their meanings in alphabetical order. If you do not know the meaning of any of the words in the assignment, a dictionary is a good place to begin.

After using the dictionary, load DICTIONARY 2
If you decide not to use the dictionary, load SOURCES

Before loading any segment, move the cursor to the bottom of the screen. Then, to load a segment, depress the control key and l at the same time. Then type the name of the segment you wish to load. Finally, depress the return key.

4. DICTIONARY 2

After using the dictionary, you still need to use many other sources to complete the assignment. The dictionary only helped in the definition of words which may have been unfamiliar to you. It has not aided you in finding out very much about Theodore Roethke.

To continue, load SOURCES

Before loading any segment, move the cursor to the bottom of the screen. Then, to load a segment, depress the control key and 1 at the same time. Then type the name of the segment you wish to load. Finally, depress the return key.

5. ENCYCLOPEDIA

The library has many encyclopedias. If you would like to use:

a. the Academic American Encyclopedia, load ACADEMIC AMERICAN

b. Collier's Encyclopedia, load COLLIERS

c. the Encyclopedia Americana, load AMERICANA

d. the Encyclopedia Britannica, load BRITANNICA

e. the World Book Encyclopedia, load WORLD BOOK

Before loading any segment, move the cursor to the bottom of the screen. Then, to load a segment, depress the control key and l at the same time. Then type the name of the segment you wish to load. Finally, depress the return key.

6. ACADEMIC AMERICAN

If you know how to use the Academic American Encyclopedia, use it. Then load ACADEMIC AMERICAN 2

If you need help in using the encyclopedia, load ENCYCLOPEDIA HELP

Before loading any segment, move the cursor to the bottom of the screen. Then, to load a segment, depress the control key and 1 at the same time. Then type the name of the segment you wish to load. Finally, depress the return key.

7. ACADEMIC AMERICAN 2

In the Academic American encyclopedia, you learned a little about the life and works of Theodore Roethke. Appended to the article was a bibliography of critical studies about the American author. Taking some notes on this information would be appropriate.

To continue, you may decide to use another encyclopedia. If so, load ENCYCLOPEDIA

You may also decide to use another source. To do this, load SOURCES

Before loading any segment, move the cursor to the bottom of the screen. Then, to load a segment, depress the control key and l at the same time. Then type the name of the segment you wish to load. Finally, depress the return key.

8. SOURCES

There are many sources of information avzilable in the library. Choose one of the following:

a. a dictionary: if you would like to use the dictionary, load DICTIONARY

b. an encyclopedia: if you would like to use an encyclopedia, load ENCYCLOPEDIA

c. the card catalog: if you would like to use the card catalog, load CARD CATALOG

d. an index: if you would like to use an index, load INDEX

e. a biographical reference: if you would like to use a biographical reference, load BIOGRAPHY

f. the librarian: if you would like to ask the librarian, load LIBRARIAN

Before loading any segment, move the cursor to the bottom of the screen. Then, to load a segment, depress the control key and 1 at the same time. Then type the name of the segment you wish to load. Finally, depress the return key

9. ENCYCLOPEDIA HELP

There are several possible ways to use an encyclopedia. The most efficient way is to consult the index. The index is an alphabetical list of all the specific subjects included in the articles in the encyclopedia.

To discover what information an encyclopedia has about Theodore Roethke, consult the index under Roethke, Theodore. Names are alphabetized by the last name, not thx first.

To continue, load ENCYCLOPEDIA

Before loading any segment, move the cursor to the bottom of the screen. Then, to load a segment, depress the control key and 1 at the same time. Then type the name of the segment you wish to load. Finally, depress the return key.

10. COLLIERS

If you know how to use Collier's Encyclopedia, use it. Then load COLLIERS 2

If you need help in using the encyclopedia, load ENCYCLOPEDIA HELP

Before loading any segment, move the cursor to the bottom of the screen. Then, to load a segment, depress the control key and 1 at the same time. Then tyope the name of the segment you wish to load. Finally, depress the return key.

11. COLLIERS 2

If you decided to simply look up Theodore Roethke in the encyclopedia without first consulting the index, you were probably disappointed. At this point, you should use the index and then load COLLIERS 3

If you did use the index, continue by loading COLLIERS 3

If you need help in using the index, load ENCYCLOPEDIA HELP

Before loading any segment, move the cursor to the bottom of the screen. Then, to load a segment, depress the control key and l at the same time. Then type the name of the segment you wish to load. Finally, depress the return key.

12. COLLIERS 3

After using the index, you discovered that Theodore Roethke was mentioned in volume 2, on page 72 (column a). That reference was to an article about American Literature, and contained nearly no information about the author, except that he was an American poet.

To continue, you may decide to use another encyclopedia. If so, load ENCYCLOPEDIAA

You may also decide to use another source. To do this, load SOURCES

Before loading any segment, move the cursor to the bottom of the screen. Then, to load a segment, depress the control key and l at the same time. Then type the name of the segment you wish to load. Finally, depress the return key.

13. AMERICANA

If you know how to use the Encyclopedia Americana, use it. Then load AMERICANA 2

If you need help in using the encyclopedia, load ENCYCLOPEDIA HELP

Before loading any segment, move the cursor to the bottom of the screen. Then, to load a segment, depress the control key and 1 at the same time. Then type the name of the segment you wish to load. Finally, depress the return key.

14. AMERICANA 2

If you went directly to the volume which included Roethke, you would have acquired some information about Theodore Roethke, including the dates of his life, the titles of some of his works, and that he was an American poet.

You would have missed a mention of the poet, though, unless you consulted the index volume. If you know how to use the index, use it. then load AMERICANA 3

If you did use the index, continue by loading AMERICANA 3

If you need help in using the index, load ENCYCLOPEDIA HELP

Before loading any segment, move the cursor to the bottom of the screen. Then, to load a segment, depress the control key and l at the same time. Then type the name of the segment you wish to load. Finally, depress the return key.

15. AMERICANA 3

After using the index, you discovered that Theodore Roethke was mentioned in an article about American Literature, which contained nearly no information about the author, except that he was an American poet.

To continue, you may decide to use another encyclopedia. If so, load ENCYCLOPEDIA

You may also decide to use another source. To do this, load SOURCES

Before loading any segment, move the cursor to the bottom of the screen. Then, to load a segment, depress the control key and l at the same time. Then type the name of the segment you wish to load. Finally, depress the return key.

16. ENCYCLOPEDIA BRITANNICA

If you know how to use the Encyclopedia Britannica, use it. Then load BRITANNICA 2

If you need help in using the encyclopedia, load BRITANNICA HELP

Before loading any segment, move the cursor to the bottom of the screen. Then, to load a segment, depress the control key and l at the same time. Then type the name of the segment you wish to load. Finally, depress the return key.

17. BRITANNICA HELP

The newest edition of the Encyclopedia Britannica is divided into three parts: the micropedia, the macropedia, and the propedia.

The micropedia contains short informative articles. Sometimes, these articles are followed by references to larger articles in the macropedia. The micropedia is the place to begin using the newest edition of the Encyclopedia Britannica, and can be considered as an index to the macropedia.

The propedia is rarely used.

To contniue, load BRITANNICA

Before loading any segment, move the cursor to the bottom of the screen. Then, to load a segment, depress the control key and l at the same time. Then type the name of the segment you wish to load. Finally, depress the return key.

18. BRITANNNICA 2

In the micropedia of the newest edition of the Encyclopedia Britannica, the works and a brief biography of Theodore Roethke are included. If you immediately consulted either the macropedia or the propedia, no information was available.

To continue, you may decide to use another encyclopedia. If so, load ENCYCLOPEDIA

You may also decide to use another source. To do this, load SOURCES

Before loading any segment, move the cursor to the bottom of the screen. Then, to load a segment, depress the control key and l at the same time. Then type the name of the segment you wish to load. Finally, depress the return key.

19. WORLD BOOK

If you know how to use the World Book Encyclopedia, use it. Then load WORLD BOOK 2

If you need help in using the encyclopedia, load ENCYCLOPEDIA HELP

Before loading any segment, move the cursor to the bottom of the screen. Then, to load a segment, depress the control key and l at the same time. Then type the name of the segment you wish to load. Finally, depress the return key.

20. WORLD BOOK 2

If you went directly to the volume which included Roethke, you would have acquired some information about Theodore Roethke, including the dates of his life, the names of some of his works, a description of his most common themes, and that he was an American poet.

You would have missed two mentions of the poet, though, unless you consulted the index volume. If you know how to use the index, use it. then load WORLD BOOK 3

If you used the index, continue by loading WORLD BOOK 3

If you need help in using the index, load ENCYCLOPEDIA HELP

Before loading any segment, move the cursor to the bottom of the screen. Then, to load a segment, depress the control key and 1 at the same time. Then type the name of the segment you wish to load. Finally, depress the return key.

21. WORLD BOOK 3

After using the index, you discovered that Theodore Roethke was mentioned in an article about American Literature as well as an article about poetry. Neither article contained any information about the author, except that he was an American poet.

To continue, you may decide to use another encyclopedia. If so, load ENCYCLOPEDIA

You may also decide to use another source. To do this, load SOURCES

Before loading any segment, move the cursor to the bottom of the screen. Then, to load a segment, depress the control key and l at the same time. Then type the name of the segment you wish to load. Finally, depress the return key.

22. LIBRARIAN

Though the librarians are usually willing to help, this assignment can not be completed with the librarian's help.

To continue, load SOURCES

Before loading any segment, move the cursor to the bottom of the screen. Then, to load a segment, depress the control key and 1 at the same time. Then type the name of the segment you wish to load. Finally, depress the return key.

23. BIOGRAPHY

There are many sources of biographical information in the library. You can consult each of them individually, including all the Who's Who books, biographical dictionaries, etc. It is helpful to know something about the person before you begin using the biogrraphical sources. For example, was the person famous for being a politician, sports figure, or writer? Once the basic field has been determined, it is possible to eliminate some of the biographical sources.

If you know something about Theodore Roethke, you can continue by loading BIOGRAPHY 2

If you do not know anything about Theodore Roethke, consult one of the other reference tools before proceeding to the biographical sources. To consult another source, load SOURCES.

Before loading any segment, move the cursor to the bottom of the screen. Then, to load a segment, depress the control key and 1 at the same time. Then type the name of the segment you wish to load. Finally, depress the return key.

24. BIOGRAPHY 2

Since you know that Theodore Roethke was a writer, one of the sources that can be used is AUTHOR BIOGRAPHIES MASTER INDEX. This set is actually an index to biographical information which can be found in a great number of sources.

The names of the people are listed in alphabetical order, according to the person's last name. Thus, to find information about Theodore Roethke, you would have to look in the R section for Roethke.

The name is followed by dates which represent the span of the author's life. These dates are followed by several abbreviations which represent the titles of the books which include biographical information about Theodore Roethke.

If you know how to interprete these codes, do so.

If you know how to find out if the library owns the cited books, continue by consulting those cited. Then load BIOGRAPHY 3

If you need help in determining whether or not the library owns the books cited, load CARD CATALOG HELP

If you need help in understanding the abbreviations, load
ABBREVIATIONS HELP

Before loading any segment, move the cursor to the bottom of the screen. Then, to load a segment, depress the control key and l at the same time. Then type the name of the segment you wish to load. Finally, depress the return key.

25. BIOGRAPHY 3

In addition to AUTHOR BIOGRAPHIES MASTER INDEX, there are a few other biographical sources that you may want to consult. One of them is CURRENT BIOGRAPHY.

If you know how to use CURRENT BIOGRAPHY, use it. Then load BIOGRAPHY 4

If you need help in using CURRENT BIOGRAPHY, load CURRENT BIOGRAPHY HELP

Before loading any segment, move the cursor to the bottom of the screen. Then, to load a segment, depress the control key and l at the same time. Then type the name of the segment you wish to load. Finally, depress the return key.

26. CURRENT BIOGRAPHY HELP

CURRENT BIOGRAPHY furnishes fairly in depth biographical information on people who were living at the time of the report. From the AUTHOR BIOGRAPHIES MASTER INDEX, as well as possiblely from other sources, you know that Theodore Roethke died in 1963. Thus, if he were included in CURRENT BIOGRAPHY, it would have been before 1963.

The library has a cumulated index which includes all reports from 1940 through 1970. The names are listed in alphabetical order, according to the person's last name. Roethke would be in the R section, if he were included.

Unfortunately, his name is not listed. Therefore, he was never studied in CURRENT BIOGRAPHY.

To contniue with biographical sources, load BIOGRAPHY 4

If you would like to continue with another type of source, load SOURCES

Before loading any segment, move the cursor to the bottom of the screen. Then, to load a segment, depress the control key and 1 at the same time. Then type the name of the segment you wish to load.

Finally, depress the return key.

27. BIOGRAPHY 4

In addition to the two biographical sources already consulted, there is one that you may wish to use: THE NEW YORK TIMES OBITUARIES INDEX. In this volume are listed references to the obituaries published in the New York Times. The New York Times publishes obituaries on many famous people, regardless of field.

The entry in this volume states:

Roethke, Theodore 1963, Aug 2, 27:1

This means that an obituary of Theodore Roethke was published in The New York Times on August 2 of 1963. It appeared on page 27, in column 1.

To continue, read this obituary. The New York Times is on microfilm.

To continue, load SOURCES

Before loading any segment, move the cursor to the bottom of the screen. Then, to load a segment, depress the control key and l at the same time. Then type the name of the segment you wish to load.

Finally, depress the return key.

28. ABBREVIATIONS HELP

To understand the abbreviations in AUTHOR BIOGRAPHIES MASTER INDEX, you must consult one of the following places, which can be found in each volume of the index:

Key to title codes for use in identifying sources: This is located in the front and back covers of each of the volumes

Bibliographic key to publication codes for use in identifying sources: This is located on the first few pages of each volume. This list gives more detailed information about each of the sources, including the date of publication.

Each of these lists is arranged alphabetically by the abbreviation used.

If you know how to find out if the library owns the cited books, continue by consulting those cited. Then load BIOGRAPHY 2

If you need help in determining whether or not the library owns the books cited, load CARD CATALOG HELP

Before loading any segment, move the cursor to the bottom of the screen. Then, to load a segment, depress the control key and l at the same time. Then type the name of the segment you wish to load.

Finally, depress the return key.

29. CARD CATALOG

The card catalog of the library of York College is divided into two parts:

author/title

subject

If you know how to use the card catalog, use it. Then load CARD CATALOG 2.

If you need help in using the card catalog, load CARD CATALOG HELP

Before loading any segment, move the cursor to the bottom of the screen. Then, to load a segment, depress the control key and l at the same time. Then type the name of the segment you wish to load. Finally, depress the return key.

30. CARD CATALOG HELP

When you want to use the books in the library, you must consult the card catalog. The card catalog is divided into two parts, each of which will be explained separately.

The author/title portion of the card catalog lists all the books owned in the library by both the author's name and the name of the book. These cards are interfiled in alphabetical order.

There are two things that you must remember when using the author/title section of the card catalog:

1. the author's names are filed alphabetically by the last name. Thus, Theodore Roethke will be found in the R section because his last name is Roethke.

2. when looking for a book, you look for it under the first word of the book's title, except when the first word is 'the', 'a', or 'an'; in these cases, look for it under the second word

In this exercise, you will have to look up the author's name. Even if you know some of the names of the books Theodore Roethke wrote, you will want to discover more of them. They will all be listed on cards with his name on them.

The subject portion of the card catalog is used when you know a topic to research. In this case, the topic is Theodore Roethke. In the subject portion of the catalog you will find books written about Theodore Roethke listed under the name Roethke. Use this part of the card catalog also.

After using both the author/title and subject sections of the card catalog, load CARD CATALOG 3

Before loading any segment, move the cursor to the bottom of the screen. Then, to load a segment, depress the control key and l at the same time. Then type the name of the segment you wish to load. Finally, depress the return key.

31. CARD CATALOG 2

If you used the card catalog correctly, you discovered several books owned by the llibrary. By using the author/title portion of the card catalog, you discovered books written by Theodore Roethke. By using the subject section of the card catalog, you discovered books written about Theordore Roethke.

If you did not use both portions of the card catalog, use them now. Then load CARD CATALOG 3

If you need help in using the card catalog, load CARD CATALOG HELP

Before loading any segment, move the cursor to the bottom of the screen. Then, to load a segment, depress the control key and 1 at the same time. Then type the name of the segment you wish to load. Finally, depress the return key.

32. CARD CATALOG 3

If you did not write down the call numbers of the books that you found listed in the card catalog, you have to go back and do that now: without the call numbers, you will never be able to find the books on the shelves.

The call number is the letter number combination located in the upper left hand corner of the catalog cards. Copy it exactly.

All the books are kept on the third floor of the library, except those whose call number begins with the letters REF. REF denotes a reference book, and all reference books are kept on the main floor of the library.

The books are on the shelves in order according to the letter(s) and then the numbers. You should keep in mind that a book whose call number begins with P is on the shelves before a book whose call number begins with PA. A book whose call number begins with PR is before a book whose call number begins with PS.

Locate the books on the shelves. Then load CARD CATALOG 4, whether or not you found the books.

Before loading any segment, move the cursor to the bottom of the screen. Then, to load a segment, depress the control key and l at the same time. Then type the name of the segment you wish to load. Finally, depress the return key.

33. CARD CATALOG 4

The books you are seeking are not on the shelves. Normally, the next place to look for a book is in the Sort Area, which is where books are placed after they are returned, but before they are placed back on the shelves. The books are not there either.

Normally, you can then ask at the circulation desk to see if the books are out, and when they are scheduled to be returned. Do not do this now.

The books you are looking for are on reserve. Ask for them at the reserve desk. They are listed in the reserve book under the name Prof Machalow.

If you need a suggestion on how to examine these books to get the most out of them, load EXAMINATION HELP

If you know how to examine the books to get the most from them, do so. Then return the books and load CARD CATALOG 5 to continue.

Before loading any segment, move the cursor to the bottom of the screen. Then, to load a segment, depress the control key and 1 at the same time. Then type the name of the segment you wish to load.

Finally, depress the return key.

34. EXAMINATION HELP

When looking at a book, be sure to see if it has a bibliography. A bibliography is a list of books which the author used to get the information for his book. These sources of information may be of use to you in your assignment. Examine the lists carefully.

To continue, load CARD CATALOG 5

Before loading any segment, move the cursor to the bottom of the screen. Then, to load a segment, depress the control key and l at the same time. Then type the name of the segment you wish to load. Finally, depress the return key.

35. CARD CATALOG 5

Now that you know what books this library has on the assigned topic, you can check another set of books to see what books are currently in print on the subject.

Books In Print is a set of books which lists, by author, title and subject, the books which are currently available (in print). These volumes are located in the reference collection, near the reference desk.

You will probably want to use the author and subject portions of this set. In each case, look up Roethka. The author section will tell you the names of the books written by Theodore Roethke which are currently in print. The subject postion will tell you the books about Theodore Roethke which are currently in print.

When you have finished using Books in Print, you may continue your search by loading SOURCES

Before loading any segment, move the cursor to the bottom of the screen. Then, to load a segment, depress the control key and l at the same time. Then type the name of the segment you wish to load. Finally, depress the return key.

36. INDEX LOAD

| IF YOU WANT TO USE; | LOAD; |
|---|---|
| Biography Index | BIOGRAPHY |
| Book Review Digest | BRD |
| Book Review Index | BRI |
| Business Index | BUSINESS |
| Business Periodicals Index | BUSINESS PER IND |
| Child Development Abstracts and Bibliography | CHILD DEVEL |
| Current Index to Journals in Education | CIJE |
| Education Index | ED IND |
| Exceptional Child Education Resources | EXCEPTIONAL |
| General Science Index | GENERAL SCIENCE |
| Humanities Index | HUMANITIES |
| Index Medicus | IND MEDICUS |
| Magazine Index | MAG IND |
| Modern Language Association Bibliography | MLA |
| Music Index | MUSIC |
| New York Times Index | NYT |
| Newspaper Index | NEWSPAPER |

| | |
|---|---|
| Philosopher's Index | PHILOSOPHERS |
| Pollution Abstracts | POLLUTION |
| Psychological Abstracts | PSYCHO |
| Readers' Guide to Periodical Literature | READERS GUIDE |
| Social Sciences Index | SOCIAL SCIENCES |
| Social Work Research and Abstracts | SOCIAL WORK |
| Sociological Abstracts | SOCIOLOGICAL |

Before loading any segment, move the cursor to the bottom of the screen. Then, to load a segment, depress the control key and l at the same time. Then type the name of the segment you wish to load. Finally, depress the return key.

37. INDEX LIST

Biography Index: lists where biographies have been published

Book Review Digest: lists where critical reviews of books have been published. This set also includes brief abstracts of some reviews.

Book Review Index: lists where critical reviews of books have been published

Business Index: articles on business and its closely allied fields. This index is on film and is housed in its own reader. It contains up to five years of citations to articles.

Business Periodicals Index: articles on business and its closely allied fields. This index is similar to the Business Index, but it is published as a set of books.

Child Develpment Abstracts and Bibliography: articles on child development

Current Index to Journals in Education: articles about education and closely related fields, including child development. This index is commonly called C.I.J.E.

Education Index: articles on education. This index is similar to Current Index to Journals in Education.

Exceptional Child Education Resources: articles on the education, treatment, and development of the exceptional child.

General Science Index: includes articles on the sciences, but

these articles are not usually of a highly technical nature

Humanities Index: includes articles on the humanities, including language and literature, art, music, and dance.

Index Medicus: technical articles on the science of medicine

Magazine Index: articles from general interest magazines. This index is on film and is housed in its own reader. The index contains up to five years of citations.

Modern Language Association Bibliography: articles about language and literature

Music Index: articles about music

New York Times Index: articles from the New York Times

Newspaper Index: articles from several newspapers are indexed here. This index is on film and is housed in its own reader. It includes citations to articles published in selected newspapers during the past five years.

Philosopher's Index: articles about philosophy

Pollution Abstracts: articles about pollution

Psychological Abstracts: abstracts of articles about psychology

Readers' Guide to Periodical Literature: articles from general interest magazines. This index is similar to the Magazine Index, but it is published as a set of volumes.

Social Sciences Index: articles on the social sciences, including psychology, sociology, history and education.

Social Work Research and Abstracts: articles about social work

Sociological Abstracts: articles on sociology

To use any of these indexes, load INDEX LOAD to find the exact abbreviation.

Before loading any segment, move the cursor to the bottom of the screen. Then, to load a segment, depress the control key and l at the same time. Then type the name of the segment you wish to load. Finally, depress the return key.

38. INDEX

There are many indexes to periodicals in York College's Library.

If you would like to see a list and brief description of these indexes, load INDEX LIST

To consult a particular index, load INDEX LOAD to determine the exact abbreviation used for each.

Before loading any segment, move the cursor to the bottom of the screen. Then, to load a segment, depress the control key and 1 at the same time. Then type the name of the segment you wish to load. Finally, depress the return key.

39. BUSINESS INDEX

Using this index is not a very good idea. Logically, works by and/or about Theodore Roethke would not be included in this index.

If you do not yet know anything about Theodore Roethke, load SOURCES to try to discover what subject index he would be included in.

If you know what subject area Theodore Roethke would be included in, and you want to check the subject scope of each of the indexes, load INDEX LIST

If you simply want to try another index, load INDEX LOAD to find the abbreviation used for each index.

Before loading any segment, move the cursor to the bottom of the screen. Then, to load a segment, depress the control key and l at the same time. Then type the name of the segment you wish to load. Finally, depress the return key.

40. BUSINESS PERIODICALS INDEX

Using this index is not a very good idea. Logically, works by and/or about Theodore Roethke would not be included in this index.

If you do not yet know anything about Theodore Roethke, load SOURCES to try to discover what subject index he would be included in.

If you know what subject area Theodore Roethke would be included in, and you want to check the subject scope of each of the indexes, load INDEX LIST

If you simply want to try another index, load INDEX LOAD to find the abbreviation used for each index.

Before loading any segment, move the cursor to the bottom of the screen. Then, to load a segment, depress the control key and l at the same time. Then type the name of the segment you wish to load. Finally, depress the return key.

41. CHILD DEVELOPMENT RESEARCH AND ABSTRACTS

Using this index is not a very good idea. Logically, works by and/or about Theodore Roethke would not be included in this index.

If you do not yet know anything about Theodore Roethke, load SOURCES to try to discover what subject index he would be included in.

If you know what subject area Theodore Roethke would be included in, and you want to check the subject scope of each of the indexes, load INDEX LIST

If you simply want to try another index, load INDEX LOAD to find the abbreviation used for each index.

Before loading any segment, move the cursor to the bottom of the screen. Then, to load a segment, depress the control key and l at the same time. Then type the name of the segment you wish to load. Finally, depress the return key.

42. CURRENT INDEX TO JOURNALS IN EDUCATION

Using this index is not a very good idea. Logically, works by and/or about Theodore Roethke would not be included in this index.

If you do not yet know anything about Theodore Roethke, load SOURCES to try to discover what subject index he would be included in.

If you know what subject area Theodore Roethke would be included in, and you want to check the subject scope of each of the indexes, load INDEX LIST

If you simply want to try another index, load INDEX LOAD to find the abbreviation used for each index.

Before loading any segment, move the cursor to the bottom of the screen. Then, to load a segment, depress the control key and l at the same time. Then type the name of the segment you wish to load. Finally, depress the return key.

43. EDUCATION INDEX

Using this index is not a very good idea. Logically, works by and/or about Theodore Roethke would not be included in this index.

If you do not yet know anything about Theodore Roethke, load SOURCES to try to discover what subject index he would be included in.

If you know what subject area Theodore Roethke would be included in, and you want to check the subject scope of each of the indexes, load INDEX LIST

If you simply want to try another index, load INDEX LOAD to find the abbreviation used for each index.

Before loading any segment, move the cursor to the bottom of the screen. Then, to load a segment, depress the control key and l at the same time. Then type the name of the segment you wish to load. Finally, depress the return key.

44. EXCEPTIONAL CHILD EDUCATION RESOURCES

Using this index is not a very good idea. Logically, works by and/or about Theodore Roethke would not be included in this index.

If you do not yet know anything about Theodore Roethke, load SOURCES to try to discover what subject index he would be included in.

If you know what subject area Theodore Roethke would be included in, and you want to check the subject scope of each of the indexes, load INDEX LIST

If you simply want to try another index, load INDEX LOAD to find the abbreviation used for each index.

Before loading any segment, move the cursor to the bottom of the screen. Then, to load a segment, depress the control key and 1 at the same time. Then type the name of the segment you wish to load. Finally, depress the return key.

45. GENERAL SCIENCES INDEX

Using this index is not a very good idea. Logically, works by and/or about Theodore Roethke would not be included in this index.

If you do not yet know anything about Theodore Roethke, load SOURCES to try to discover what subject index he would be included in.

If you know what subject area Theodore Roethke would be included in, and you want to check the subject scope of each of the indexes, load INDEX LIST

If you simply want to try another index, load INDEX LOAD to find the abbreviation used for each index.

Before loading any segment, move the cursor to the bottom of the screen. Then, to load a segment, depress the control key and l at the same time. Then type the name of the segment you wish to load. Finally, depress the return key.

46. INDEX MEDICUS

Using this index is not a very good idea. Logically, works by and/or about Theodore Roethke would not be included in this index.

If you do not yet know anything about Theodore Roethke, load SOURCES to try to discover what subject index he would be included in.

If you know what subject area Theodore Roethke would be included in, and you want to check the subject scope of each of the indexes, load INDEX LIST

If you simply want to try another index, load INDEX LOAD to find the abbreviation used for each index.

Before loading any segment, move the cursor to the bottom of the screen. Then, to load a segment, depress the control key and l at the same time. Then type the name of the segment you wish to load. Finally, depress the return key.

47. MUSIC INDEX

Using this index is not a very good idea. Logically, works by and/or about Theodore Roethke would not be included in this index.

If you do not yet know anything about Theodore Roethke, load SOURCES to try to discover what subject index he would be included in.

If you know what subject area Theodore Roethke would be included in, and you want to check the subject scope of each of the indexes, load INDEX LIST

If you simply want to try another index, load INDEX LOAD to find the abbreviation used for each index.

Before loading any segment, move the cursor to the bottom of the screen. Then, to load a segment, depress the control key and l at the same time. Then type the name of the segment you wish to load. Finally, depress the return key.

48. PHILOSOPHERS INDEX

Using this index is not a very good idea. Logically, works by and/or about Theodore Roethke would not be included in this index.

If you do not yet know anything about Theodore Roethke, load SOURCES to try to discover what subject index he would be included in.

If you know what subject area Theodore Roethke would be included in, and you want to check the subject scope of each of the indexes, load INDEX LIST

If you simply want to try another index, load INDEX LOAD to find the abbreviation used for each index.

Before loading any segment, move the cursor to the bottom of the screen. Then, to load a segment, depress the control key and l at the same time. Then type the name of the segment you wish to load. Finally, depress the return key.

49. POLLUTION ABSTRACTS

Using this index is not a very good idea. Logically, works by and/or about Theodore Roethke would not be included in this index.

If you do not yet know anything about Theodore Roethke, load SOURCES to try to discover what subject index he would be included in.

If you know what subject area Theodore Roethke would be included in, and you want to check the subject scope of each of the indexes, load INDEX LIST

If you simply want to try another index, load INDEX LOAD to find the abbreviation used for each index.

Before loading any segment, move the cursor to the bottom of the screen. Then, to load a segment, depress the control key and l at the same time. Then type the name of the segment you wish to load. Finally, depress the return key.

50. PSYCHOLOGICAL ABSTRACTS

Using this index is not a very good idea. Logically, works by and/or about Theodore Roethke would not be included in this index.

If you do not yet know anything about Theodore Roethke, load SOURCES to try to discover what subject index he would be included in.

If you know what subject area Theodore Roethke would be included in, and you want to check the subject scope of each of the indexes, load INDEX LIST

If you simply want to try another index, load INDEX LOAD to find the abbreviation used for each index.

Before loading any segment, move the cursor to the bottom of the screen. Then, to load a segment, depress the control key and l at the same time. Then type the name of the segment you wish to load. Finally, depress the return key.

51. SOCIAL SCIENCES INDEX

Using this index is not a very good idea. Logically, works by and/or about Theodore Roethke would not be included in this index.

If you do not yet know anything about Theodore Roethke, load SOURCES to try to discover what subject index he would be included in.

If you know what subject area Theodore Roethke would be included in, and you want to check the subject scope of each of the indexes, load INDEX LIST

If you simply want to try another index, load INDEX LOAD to find the abbreviation used for each index.

Before loading any segment, move the cursor to the bottom of the screen. Then, to load a segment, depress the control key and l at the same time. Then type the name of the segment you wish to load. Finally, depress the return key.

52. SOCIAL WORK RESEARCH AND ABSTRACTS

Using this index is not a very good idea. Logically, works by and/or about Theodore Roethke would not be included in this index.

If you do not yet know anything about Theodore Roethke, load SOURCES to try to discover what subject index he would be included in.

If you know what subject area Theodore Roethke would be included in, and you want to check the subject scope of each of the indexes, load INDEX LIST

If you simply want to try another index, load INDEX LOAD to find the abbreviation used for each index.

Before loading any segment, move the cursor to the bottom of the screen. Then, to load a segment, depress the control key and l at the same time. Then type the name of the segment you wish to load. Finally, depress the return key.

53. SOCIOLOGICAL ABSTRACTS

Using this index is not a very good idea. Logically, works by and/or about Theodore Roethke would not be included in this index.

If you do not yet know anything about Theodore Roethke, load SOURCES to try to discover what subject index he would be included in.

If you know what subject area Theodore Roethke would be included in, and you want to check the subject scope of each of the indexes, load INDEX LIST

If you simply want to try another index, load INDEX LOAD to find the abbreviation used for each index.

Before loading any segment, move the cursor to the bottom of the screen. Then, to load a segment, depress the control key and l at the same time. Then type the name of the segment you wish to load. Finally, depress the return key.

54. MAGAZINE INDEX

The Magazine Index contains citations to articles from general interest magazines. It is on film, and is housed in its own reader. The index only includes citations to articles in the last five years.

It may be possible to find an article about Theodore Roethke which was written in a general interest magazine in the last five years.

If you need help in using the Magazine Index, load MACHINE HELP

If you know how to use the Magazine Index, use it and write the citation to each article you find on the assigned topic. Then load MAG IND 2

Before loading any segment, move the cursor to the bottom of the screen. Then, to load a segment, depress the control key and l at the same time. Then type the name of the segment you wish to load. Finally, depress the return key.

55. MACHINE HELP

The Magazine Index and the Newspaper Index are subject indexes on film mounted in their own machines. They are the same, except that the sources of the articles they cover are restricted:

Magazine Index: general innterst magazine

Newspaper Index: only certain newspapers

To turn the machine on, there is an on/off switch on the front of the machine. To change the "page", there are two buttons on the right side of the machine. One button will make the film wind toward the beginning of the alphabet, while the other will make the film wind toward the end of the alphabet.

When you get close to the subject that you are looking for, use the large knob in the center of the right side of the machine. This knob winds the film slowly in either direction.

Near the back of the machine on the right side, there is a smaller know which can be used for focusing the machine.

Use the Index and write down all the appropriate citations. Then load MAG IND 2 or NEWSPAPER 2

56. MAG IND 2

After exploring the citations on the Magazine Index, you can read the articles found.

If you need help in interpreting the citations, load CITATION HELP

If you do not need help in interpreting the citations, find out if York College's Library owns the cited articles. If you do not know how to do this, load PERIODICALS HELP

If you do know how to interprete the citations, and you know how to find out if the library owns the articles, read the articles if you can. Then load MAG IND 3

Before loading any segment, move the cursor to the bottom of the screen. Then, to load a segment, depress the control key and l at the same time. Then type the name of the segment you wish to load. Finally, depress the return key.

57. CITATION HELP

A citation from the Magazine Index is reproduced for you below:

Found: oldest subway tunnel (pre Civil War railway tunnel in New York City) Science Digest v 95 May 31, 1982 p.15(1)

The first part (Found: oldest subway tunnel) is the title of the article

The second part (pre Civil War tunnel in New York City) is either a description of the contents of the article or the subtitle of the article

After that is information indicating where the article was published:

Science Digest is the name of the magazine

v. 95 is the volume number of the magazine

May 31, 1982 is the date that this particular issue was published

p. 15 is the page number on which the article appeared

(1) means that this is a one page article

Now see if the library owns the magazines you are looking for. If you know how to find this information, do it and read the articles if you can. Then reload the segment you were working on.

If you need help in determining if the library owns any of the cited articles, load PERIODICALS HELP

Before loading any segment, move the cursor to the bottom of the screen. Then, to load a segment, depress the control key and l at the same time. Then type the name of the segment you wish to load. Finally, depress the return key.

58. PERIODICALS HELP

To see whether a magazine or newspaper is owned by the library, you should check the visible file, which is located next to the current periodicals desk. The visible file lists all the magazines and newspapers the library ever owned.

The magazines and newspapers are listed alphabetically by title. After the title, there may be one or more dates, listed in either red or black ink. These colors are very important:

RED means that the older issues are kept on microfilm

BLACK means that the older issues are kept in storage

The dates themselves are also very important. If there is one date followed by a dash (--), that means that the library began getting the magazine at the listed date and is still getting it. An example of this is:

National Parks v 46- 1972-

This means that the library began getting National Parks in 1972 (which was volume 46) and is still getting it.

If there are two dates, the library began getting the magazine at the first date and continued to get it until the second date, when it stopped. An example of this is:

Nation's Cities v 13 1975-v 16 1978

This means that the library began getting Nation's Cities in 1975 (volume 13) and got it until 1978 (volume 16) when it stopped.

Continue by checking to see if the library owns the periodicals for those articles for which you are looking. If the library does, read them. Then reload th segment you were working on.

Before loading any segment, move the cursor to the bottom of the screen. Then, to load a segment, depress the control key and l at the same time. Then type the name of the segment you wish to load. Finally, depress the return key.

59. MAG IND 3

By consulting the visible file, you discovered if the library owns the needed articles. After reading the articles that you could, you know whether or not to add the citations to your bibliography.

To continue your research, load SOURCES

Before loading any segment, move the cursor to the bottom of the screen. Then, to load a segment, depress the control key and l at the same time. Then type the name of the segment you wish to load. Finally, depress the return key.

60. NEWSPAPER INDEX

The Newspaper Index contains citations to articles from several newspapers. It is on film, and is housed in its own reader. The index only includes citations to articles in the last five years.

It is possible that an article has been written in one of the indexed newspapers (in the last five years) on Theodore Roethke.

If you need help in using the Newspaper Index, load MACHINE HELP

If you know how to use the Newspaper Index, use it and write the citation to each article you find on the assigned topic. Then load NEWSPAPER 2

Before loading any segment, move the cursor to the bottom of the screen. Then, to load a segment, depress the control key and l at the same time. Then type the name of the segment you wish to load. Finally, depress the return key.

61. NEWSPAPER 2

An exploration of the citations on the Newspaper Index may indicate articles on Theodore Roethke.

The abbreviations used are listed on the front of the machine. If you need further help in deciphering the citations, load CITATION HELP

If you need help in determining whether this library owns the cited newspapers, load PERIODICALS HELP

If you know how to interprete the citations and can find out if this library owns the cited material, read any articles you can. Then you may continue by loading SOURCES

Before loading any segment, move the cursor to the bottom of the screen. Then, to load a segment, depress the control key and L at the same time. Then type the name of the segment you wish to load. Finally, depress the return key.

62. NEW YORK TIMES INDEX

The New York Times Index may be a good place to search for articles on Theodore Roethke.

The index to the New York Times began in 1851 and the library is still receiving it. Each year or so is in a separate volume, and it is possible for you to look through each and every volume to find out when articles on Theodore Roethke were written. This is not the most efficient way to do this research.

If you know when Theodore Roethke became famous or published his first book, use the years of the New York Times Index from then on. Write down the citations to the applicable articles, and then read them if possible. After reading them, load NYT 2

If you do not know how to interprete the citations that you have found, load CITATION HELP 2

If you do not know how to determine if the library owns the articles that you are seeking, load PERIODICALS HELP

If you do not know anything about Theodore Roethke, this would be a good time to find out. Load SOURCES and use some of the other tools in

the library to find out some basic information about the subject.

Before loading any segment, move the cursor to the bottom of the screen. Then, to load a segment, depress the control key and l at the same time. Then type the name of the segment you wish to load. Finally, depress the return key.

63. NYT 2

After using the index to the New York Times and reading all the appropriate articles, there are many other sources that can be explored. To discover some of your options, load SOURCES

Before loading any segment, move the cursor to the bottom of the screen. Then, to load a segment, depress the control key and l at the same time. Then type the name of the segment you wish to load. Finally, depress the return key.

64. BOOK REVIEW INDEX

If you wish to include citations to reviews of Theodore Roethke's works, you should use this tool. It lists the books which have been reviewed in a certain year by the author's name and the title (which is in a separate index in the back of the volume).

The citation includes the abbreviation of the reviewing source, the volume, page number and date. The abbreviations are listed in the front and back covers as well as on the first few pages of the volume.

To use this index, you must have an idea of when each of Roethke's books was published. Usually a book is reviewed within a year or two of its publication. If you do not know when any of Roethke's books were published, now would be a good time to find out this information. To find out, load SOURCES and use one of the other tools to find this information.

If you know when his books were published, look in Book Review Index and find all the reviews you can. Read those you can read here. Then, to continue, load SOURCES

If you need help in determining which periodicals are owned by this library, load PERIODICALS HELP

Before loading any segment, move the cursor to the bottom of the screen. Then, to load a segment, depress the control key and l at the same time. Then type the name of the segment you wish to load. Finally, depress the return key.

65. BOOK REVIEW DIGEST

If you wish to include citations to reviews of Theodore Roethke's works, you should use this tool. It lists the books which have been reviewed in a certain year by the author's name and the title (which is in a separate index in the back of the volume).

Book Review Digest actually contains pieces of book reviews, followed by citations so that you can read the entire reviews. Each citation includes the abbreviation of the reviewing source, the volume, page number and date. The abbreviations are listed on the first few pages of the volume.

Book Review Index has a cumulated index for the years 1905-1974. The works are listed in it by author and title only. The references are to volumes in the Book Review Digest set, in which the authors are arranged alphabetically.

If Roethke's books were published in that time period, you may use this cumulative index. If you do not know when any of Roethke's books were published, now would be a good time to find out this information. To find out, load SOURCES and use one of the other tools to find this information.

If you know when his books were published, look in Book Review Digest and find all the reviews you can. Read those you can read here. Then, to continue, load SOURCES

If you need help in determining which periodicals are owned by this library, load PERIODICALS HELP

Before loading any segment, move the cursor to the bottom of the screen. Then, to load a segment, depress the control key and l at the same time. Then type the name of the segment you wish to load. Finally, depress the return key.

66. READERS GUIDE

Readers' Guide to Periodical Literature may be a good place to search for articles about Theodore Roethke. Articles on this topic could have appeared in general interest periodicals at almost any time.

Readers' Guide to Periodical Literature began in 1900 and the library has every year of it up to the present day. Each year or so is in a separate volume, and it is possible for you to look through each and every volume to find out when articles on Theodore Roethke were written. This is not the most efficient way to do this research.

If you know when Theodore Roethke became famous, use that date as a starting point in using Readers' Guide to Periodical Literature. Write down the citations to the applicable articles, and then read them if possible. After reading them, load READERS GUIDE 2

If you do not know how to interprete the citations that you have found, load CITATION HELP

If you do not know how to determine if the library owns the articles that you are seeking, load PERIODICALS HELP

If you do not know anything about Theodore Roethke, it would be a good

idea to find out some information before using Readers' Guide to Periodical Literature. To do this, load SOURCES and use one of the specified tools.

Before loading any segment, move the cursor to the bottom of the screen. Then, to load a segment, depress the control key and l at the same time. Then type the name of the segment you wish to load. Finally, depress the return key.

67. READERS GUIDE 2

After using "Readers' Guide to Periodical Literature and reading all the appropriate articles, there are many other sources that cen be explored. To use these, load SOURCES

Before loading any segment, move the cursor to the bottom of the screen. Then, to load a segment, depress the control key and l at the same time. Then type the name of the segment you wish to load. Finally, depress the return key.

68. BIOGRAPHY INDEX

Biography Index is a good place to look for biographical information about Theodore Roethke. Biography Index is an index to biographical information published periodically and cumulated annually. Each annual volume is used separately.

To use the volumes, simply look up the name of the person you are interested in, in this case Roethke. The citations include abbreviations, which are listed on the first few pages of each volume.

If you need help interpreting the citations, load CITATION HELP

If you know how to read the citations, find out if the library owns the items. If it is a book and you need help in determining if the library owns it, load CARD CATALOG HELP.

If you need help in determining if the library owns a journal, load PERIODICALS HELP

If you know how to find out if the library owns the sources you need, use them and then continue your search by loading SOURCES

Before loading any segment, move the cursor to the bottom of the screen. Then, to load a segment, depress the control key and l at the same time. Then type the name of the segment you wish to load. Finally, depress the return key.

69. HUMANITIES INDEX

The Humanities Index is a good place to look for articles by and about Theordore Roethke. The Humanities Index is a listing of journal articles about subjects related to the humanities.

The subjects are listed alphabetically. In this case, you will look up Roethke as the subject. You must look up Roethke in each volume as this set is not cumulated.

The citations include an abbreviation of the name of the journal. These abbreviations are explained on the first few pages of each volume. If you need further help in understanding the citations, load CITATION HELP

If you know how to interprete the citations, find out if this library owns the journals you need. If you do not know how to find this out, load PERIODICALS HELP

If you know how to interprete the citations and can find out if the library owns the required journals, read all the availble articles. Then you can contniue by loading SOURCES

Before loading any segment, move the cursor to the bottom of the

screen. Then, to load a segment, depress the control key and l at the same time. Then type the name of the segment you wish to load. Finally, depress the return key.

70. MODERN LANGUAGE ASSOCIATION BIBLIOGRAPHY

The bibliography of the Modern Language Association is a very good place to look for information about Theodore Roethke.

The bibliography is divided into several parts, first by country of origin, and then within country by time period. Therefore, in order to use this tool, it is necessary to know at least a little bit about the author.

If you do not know what country Theodore Roethke is associated with, and/or you do not know what time period he is from, now would be a good time to obtain that information. To do that, load SOURCES and use one of the other tools to obtain this information.

If you do know what country Theodore Roethke is associated with, and you know what time period he is in, you can use the MLA Bibliography. If you need help using it, load MLA HELP

If you know how to use it, do so. Then load MLA 2.

Before loading any segment, move the cursor to the bottom of the screen. Then, to load a segment, depress the control key and 1 at the same time. Then type the name of the segment you wish to load.

Finally, depress the return key.

71. MLA HELP

To use the Modern Language Association Bibliography, first look in the table of contents which is located near the front of the volume. This will tell you the ENTRY NUMBER where each culture, and within each culture the time period, begins. Look for the appropriate culture and time, then open the volume to that given entry number. Note: the entry number is NOT the same as the page number.

After the entry number are listed general works about the time period and culture. These are followed by citations to articles about different authors. The authors' names are in darker type than the rest of the words on the page. The authors are listed alphabetically within each culture and time period.

When you get to Roethke, there will probably be several articles cited. If you need help in interpreting the citations, load CITATION HELP

If you can determine what the citations mean, load MLA 2 to continue.

Before loading any segment, move the cursor to the bottom of the screen. Then, to load a segment, depress the control key and 1 at the same time. Then type the name of the segment you wish to load.

Finally, depress the return key.

72. MLA 2

You now have the citations to articles about Theordore Roethke. If you would like to read these articles, you must determine if the library owns the journals cited. If you know how to check, do so and read the articles you can. Then load SOURCES to continue.

If you need help in finding out which journals the library owns, load PERIODICALS HELP

Before loading any segment, move the cursor to the bottom of the screen. Then, to load a segment, depress the control key and l at the same time. Then type the name of the segment you wish to load. Finally, depress the return key.

73. CITATION HELP 2

The New York Times Index is a subject index. Unlike most other indexes in this library, all the citations are from a single source publication, the New York Times. Because all the articles are from the New York Times, the name of the newspaper is not indicated in the index.

Also not indicated is the year of the article's publication. Since each volume usually contains one year, the year on the cover of the volume is the year of the citation. In earlier years of the paper, the index was issued more frequently and not cumulated. In these cases, you must check the year on the top of the page (or at the beginning of the section) of the index.

Each entry in the index concludes with the date, page and column of the article's publication in the New York Times. Thus a citation which states:

My 1, 1:8

means that the article was published on May 1 on page one in column 8. Sunday's edition of the New York Times has various sections, and the sections other than the main news sections are identified by roman numeral:

My 6, IV, 3:4

This means that the article was published on May 6, in section 4 on page 3, in column 4.

Often, the subject you are looking for is not used by the index. Usually, there will be a 'see' reference. This means that the articles on the subject that you want are indexed under a different subject. Thus:

Subways. See--New York City Rapid Transit

means that the articles about subways are grouped under the heading of New York City Rapid Transit.

Sometimes the subject that you are looking for is included in more than one subject heading. In this case, the index advises you to 'see also' another heading:

Subways. See also: New York City Rapid Transit

This means that some of the articles about subways are indexed under the topic of subways, but some are grouped under the subject of New York City Rapid Transit.

To continue using the index to the New York Times, load NYT

Before loading any segment, move the cursor to the bottom of the screen. Then, to load a segment, depress the control key and 1 at the same time. Then type the name of the segment you wish to load.

Finally, depress the return key.

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